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Approved For Release 2004/10/28 : CIA-RDP80M01082A000200150007-1

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IRAC-IR&DC-3/74  
4 October 1974

MEMORANDUM FOR: Members of the Intelligence Research and  
Development Council

SUBJECT: Security Clearance Procedures in  
Connection with Certain Compartmented  
Programs

1. The 22 July 1974 Council report to the Chairman, IRAC, contains a listing of security clearances (special access) required for Council operations. The membership roster, which is issued periodically, contains a current listing of Council members, alternates, and staff associated personnel.

2. The membership roster also serves as an administrative cross-check/accountability of persons designated by the members as requiring access to the security levels specified in the July report. Many of the clearances specified are held by individuals justified on the basis of responsibilities in connection with their present assignments. However, in some cases, participation in Council activities is the primary, if not the only, reason for granting access to certain compartmented programs. Paragraph three below addresses this latter aspect.

3. Members are requested to insure that:

a. In the case of newly assigned persons, administrative actions are initiated through parent organization channels to obtain those additional security (access) briefings required and justifiable on the basis of Council participation. All sub-series of particular clearance categories should be requested. Lack of full access is counter-productive to effective Council operation. The Executive Secretary can assist if desired.

b. In the case of personnel transferred or re-assigned (i. e., no longer participating or associated with Council activities), administrative actions are undertaken promptly to initiate debriefing procedures for those compartmented programs for which the individual has been granted access on the basis of Council participation.

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4. Copies of the membership roster are also distributed to cognizant SSOs to assist the administrative dialogue. The Council Secretariat advises SSOs when personnel changes occur; however, primary responsibility for initiating access or debriefing procedures rests with the member organization.

[Redacted Signature]

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Executive Secretary

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